



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

February 15, 2016

The Office Pal  
PO Box 2  
Lakewood, NJ 08701

RE: Award of IFB 2015-344, Supplies, OEM Toner Cartridges for Laser and Inkjet Printers

Dear Ms. Friedman,

Collin County has awarded a portion of the above referenced solicitation to your company per Court Order No. (CO#). Please see below for a listing of awarded line items. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of OEM Toner Cartridges for Laser and Inkjet Printers for the County. The contract term begins February 15, 2016 and continues through and including September 30, 2016. The County will have the right and option to extend the term of the contract for two (2) additional one (1) year periods upon the same terms and conditions. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov) and to the department contact, David Dobecka at [ddobecka@co.collin.tx.us](mailto:ddobecka@co.collin.tx.us). Please ensure that the appropriate purchase order number is on all invoices.

## Line Items Awarded

LINE ITEMS	MODEL#	DESCRIPTION	UNIT COST/EA
#1	C734, C736, BLACK	LEXMARK BLACK RETURN TONER CARTRIDGE	\$90.00
#2	C734, C736, CYAN	LEXMARK CYAN RETURN TONER CARTRIDGE	\$132.00
#3	C734, C736, MAGENTA	LEXMARK MAGENTA RETURN TONER CARTRIDGE	\$132.00
#4	C734, C736, YELLOW	LEXMARK YELLOW RETURN TONER CARTRIDGE	\$132.00
#9	T654 TONER CARTRIDGE	LEXMARK HIGH-YIELD BLACK TONER CARTRIDGE	\$299.00
#12	X954DHE CYAN	LEXMARK HIGH-YIELD CYAN TONER CARTRIDGE	\$300.00

#13	X954DHE MAGENTA	MAGENTA TONER CARTRIDGE	\$300.00
#14	X954DHE YELLOW	LEXMARK HIGH-YIELD YELLOW TONER CARTRIDGE	\$300.00
#15	X954DHE PC UNIT	LEXMARK BLACK PHOTOCONDUCTOR UNIT	\$159.00
#39		DISCOUNT OFF PRICE LIST FOR ALL OTHER LEXMARK PRINTER HEADS NOT SPECIFIED ABOVE	20.00%
#40		DISCOUNT OFF PRICE LIST FOR ALL OTHER LEXMARK MAINTENANCE KITS NOT SPECIFIED ABOVE	20.00%
#41		DISCOUNT OFF PRICE LIST FOR ALL OTHER LEXMARK FUSER KITS NOT SPECIFIED ABOVE	20.00%

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Judy Davis at judydavis@co.collin.tx.us or fax to 972-548-4694.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4122.

Sincerely,

Judy Davis  
Buyer II

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